

GUIDELINES FOR SELECTING MEMBERS OF THE FWPB AND THE WORKING GROUPS

1. Each directorate names three representatives to the Federal Women's Program Board (FWPB). In order to achieve a balanced representation of the directorate, members should come from different offices and grade levels. There should be at least one representative from the secretarial/clerical ranks.
2. The directorate coordinator should notify the appropriate directorate officials two months before the expiration of the tour of the respective directorate member and should prepare a vacancy notice to be distributed on a directorate-wide basis, informing interested persons to contact the respective directorate Board members. The vacancy notice should be attached to a memo asking directorate officials for their concurrence and to take action in the distribution of the notice.
3. The call for nominations should make it clear that:
 - a. Membership on the FWPB is an official Agency responsibility (cite charter).
 - b. Members are expected to devote a certain amount of working time to Board activities (up to 20%).
 - c. Members must be willing to spend some of their own time on Board activities when necessary.
 - d. Candidates should have a genuine interest in promoting equality of opportunity for women and skills or experience to permit them to contribute constructively to the Board's activities.
 - e. All interested persons are encouraged to apply.
 - f. Members serve a term of two years.
4. The directorate coordinators should encourage the Working Groups to play an active role in the selection process by suggesting candidates for consideration or by approaching good prospects and encouraging them to apply.

5. The directorate Board members should interview each candidate and send a memo to the appropriate directorate officials, recommending a particular candidate from a list of three qualified applicants for their concurrence. In the selection process the overall makeup of the Board should be taken into consideration, and as broad a representation as possible of ages, races, career ladders, and interest groups should be included. Former and current members of Working Groups should be given first consideration whenever possible.

6. A formal memo is then prepared by the coordinator to be signed and sent by the appropriate directorate officials to the Agency's FWPC.

APPROVED BY BOARD MEMBERSHIP

8 December 1977

RECOMMENDATION:

That each ^{directorate} division with two or three representatives appoint a first and second alternate Board member. At least one alternate should attend every Board meeting to stay current on Board business. When a member is absent, an alternate should attend in her place and vote. Each member's absence should be filled by an alternate with proxy voting power so that the Board meets each time with a full representation for every division.

^{Directorates} Divisions with only one representative should appoint a single alternate to attend meetings and proxy-vote when the Board member is absent.

When a Board member misses three meetings in a row without a work-related excuse, she should be replaced by the first alternate, the second alternate should become the first, and a new second alternate, selected.

RECOMMENDATION:

That a list of Board applicants from all divisions should be maintained by the Board. When committees are formed, these applicants should be solicited for committee membership and support.

EEO FOR ADVISORY COMMITTEE MEMBERS (22VB)

3-Day Course

PURPOSE

This course is designed to show the involvement of EEO Advisory Committee Members in meaningful agency programs.

OBJECTIVES

Upon completion of this course, participants will be able to:

- describe their roles and responsibilities as committee members;
- advise appropriate agency officials on possible improvements for their EEO programs;
- explain the basic concepts of affirmative action and the EEO Affirmative Action Program Planning.

TARGET AUDIENCE

Members of EEO Advisory Committees, Federal Women's Program Committees, or Hispanic Employment Program Committees.

COST

\$240 per participant

CALENDAR

<u>COURSE DATE(S)</u>	<u>NOMINATION DEADLINE</u>	<u>CONFIRMATION DEADLINE</u>	<u>CANCELLATION DEADLINE</u>
1979			
November 5-7	October 15	October 22	October 29
1980			
January 21-23	December 31	January 7	January 14
March 3-5	February 11	February 18	February 25
May 5-7	April 14	April 21	April 28
July 9-11	June 18	June 25	July 2
September 10-12	August 20	August 27	September 3

SUMMARY OF ADVISORY GROUP'S RECOMMENDATIONS TO THE DIRECTOR

1. Require mandatory polygraph examinations every 5 years for all cleared for "Secret/Top Secret" and/or "Compartmented Information," including Congressional Staffers; FBI, State, Justice, etc., employees; White House Staff; and contractors.
2. Create a National Intelligence Operations Center.
3. STAT
4. Require supervisors to attend courses on writing performance evaluations; revise fitness report system.
5. D/Personnel should, through PMCD, reclassify positions at the time they are reviewed, and an appeals channel should be developed for any disagreements.
6. Intelligence collection responsibilities of Community components should be redefined.
7. Reaffirm right of U.S. citizens to participate in the intelligence mission without fear of reprisal or exposure.
8. Centralize assignment process in DDO.
9. Create a career track enabling advancement without assumption of managerial responsibilities.**
10. Restore credibility of IG as independent grievance system.
11. Delegate decisionmaking authority down chain of command.
12. Create a secretarial career service for GS-06s and above.
13. Increase slots for upward mobility programs.
14. Organize 1-day training course geared to new secretarial/clerical personnel.
15. Upgrade DDO Operational Support Assistant slots.
16. Create an Agency-wide Secretarial/Clerical MAG.
17. Distribute vacancy notices more widely.
18. Establish a Day Care Center.
19. Review selection-out process to determine whether existing standards meet current and projected needs.

*Each "**" indicates item suggested by another group.

21. Ensure that managers use the Executive Development Roster in making selections for key assignments.
22. The EAG should publish its findings on problem personnel issues identified in the Agency-wide personnel survey.
23. Study the feasibility of a centralized career system.
24. Appoint a task force to review and make recommendations on the various career problems of secretaries.
25. Hire a full-time certified interpreter to assist deaf employees in interviews, training courses, etc.
26. Designate an area for handicapped employees to report to during fire drills and emergencies and assign someone to be responsible for their welfare; install flashing lights in hallways, restrooms, etc., to serve as fire alarms for deaf employees.
27. Convert a van for transporting the handicapped to other Agency buildings and training facilities.
28. Review OMS guidelines and requirements relevant to the handicapped to ensure that outmoded requirements have been deleted.
29. Concern expressed regarding new "policy of openness."
30. Share views and insights on reorganization plans.
31. To enhance employees' understanding of the DCI, he should: clarify his interpretation of the roles of the DCI and DDCI; continue and expand the "Notes from the Director"; have more personal contact with employees; and explain the role of his immediate staff.
32. Assume a forward-looking, self-initiated posture in public affairs.
33. Improve employee relations and attitudes by: tasking the DDA to implement a program of interdirectorate rotations and transfers; convene a task force of Agency and other Government representatives to review the CIA management system; and review the utility of various panels and staffs.
34. Objectively and uniformly evaluate and exert control over each phase of the intelligence cycle within each component of the Intelligence Community.
35. Take measures to enhance the professional status of clericals: include clericals in existing personnel management mechanisms; consider restructuring and redesignation of positions; eliminate basing clerical grades on those of their supervisors; and increase training possibilities.

36. Integrate EEO activities into the normal Agency personnel management system.
37. Disestablish Agency policy on MBO, leaving MBO available as an option for components to use on an individual basis.
38. Improve communication between employees and you and your staff by: informing employees about programs and changes before they are announced in the press; expand "Notes from the Director" and provide copy to each employee; strengthen the role of the DDCI to clarify and express your aims to employees in your absence; continue to use MAGs as communication vehicles.
39. Provide feedback on briefings prepared for you and on how they are received; take substantive specialists with you to briefings.
40. Coordinate changes and late additions to the PDB with a representative from the appropriate office; fully coordinate all DDO contributions to current intelligence products.
41. Solicit the cooperation of other departments and agencies in providing Agency analysts with access to their data; seek feedback on our products.
42. Encourage more intelligence analysis and production by CIA without coordination with other agencies; reduce the number of interagency intelligence products; use the NID system to produce a community product only when a coordinated view is absolutely necessary; prohibit parallel text containing dissenting assessments after approval of the final draft of an interagency paper.